



# City of Burien

15811 Ambaum Blvd. SW Suite C, Burien, WA 98166-3066  
(206) 988-3714

## Business License Application Packet

The Business License is valid from August 1 through July 31.

### *Business License Application Fees for 1<sup>st</sup> Time Licensees*

**\$150** - 40 or more employees

**\$ 75** - 0-39 employees

**\$ 30** - Home occupations located  
in Burien

**\$ 75** - Home occupations located  
outside Burien

Pro-rated fees: From February 1<sup>st</sup>  
until July 31<sup>st</sup>, the pro-rated fee is  
50% of the annual fee.

**ALL BUSINESS LICENSE  
APPLICATION FEES ARE  
NON-REFUNDABLE**

### *Helpful Contacts*

City of Burien  
Business License Processing  
PO Box 314  
Burien, WA 98062-0314  
206-988-3714

State of Washington  
Department of Revenue  
20819 72nd Ave. S. #680  
Kent, WA 98032  
253-437-3440  
[www.dor.wa.gov](http://www.dor.wa.gov)

State of Washington  
Master License Services  
PO Box 9034  
Olympia, WA 98507  
360-664-1400  
[www.dol.wa.gov](http://www.dol.wa.gov)

King County Health  
Dept. Food Facility Protection  
Section  
206-296-4666  
[www.metrokc.gov/health/  
foodsfty/foodbusiness.htm](http://www.metrokc.gov/health/foodsfty/foodbusiness.htm)

King County Sheriff's Office  
Firearms Dealer's License  
516 Third Ave., Room W-150  
Seattle, WA 98104  
206-296-4190  
[www.metrokc.gov/sheriff/  
firearms.htm](http://www.metrokc.gov/sheriff/firearms.htm)

### **BUSINESS LICENSE REQUIREMENTS**

We want to help you and your business to be successful and to comply with city and state laws. Below, we've summarized several requirements that should be addressed in your application. **Submittal of this application does not indicate approval of your business license. You will be notified when your application has been approved.**

**A BUSINESS LICENSE IS REQUIRED  
TO CONDUCT BUSINESS WITHIN  
CITY LIMITS. OPERATING A  
BUSINESS WITHOUT A CITY  
BUSINESS LICENSE IS A VIOLATION  
OF CITY LAW.**

You must obtain a City of Burien business license to conduct business of any type within the city limits, even if the business you are conducting has no office within the city limits.

### **ZONING APPROVAL & SIGNS**

Please discuss your new business with our Dept. of Community Development at Burien City Hall or by calling **(206) 248-5520**. They can help you determine if your location is properly zoned for your business and any other requirements you may need to meet such as parking, landscaping, sign codes, and downtown design standards. A sign permit is needed for new signs and to replace existing signs. In some areas, you may not be able to replace an existing sign. We recommend that you meet with one of our Community Development staff before leasing or purchasing your property or tenant space, or purchasing signs.

### **NON-PROFIT BUSINESSES**

Non-profit businesses are exempt from Burien's license fee if proof of status is provided, but you must still complete the City's application and obtain a license. To obtain proof of non-profit status, contact the Secretary of State's office at **(360) 753-7115** or at **[www.secstate.wa.gov](http://www.secstate.wa.gov)**.

### **STATE REGISTRATION**

Please register your business with the State of Washington, Department of Revenue. The Department of Revenue will register your business name and issue you a UBI number (Unified Business Identifier). UBI applications may be obtained by contacting the Department of Revenue at 20819 72nd Ave. South #680, Kent, WA, by calling **(253) 437-3440**, or at **[www.dor.wa.gov](http://www.dor.wa.gov)**.

### **WORKING FROM YOUR HOME**

If you are conducting a business from home or apartment IN BURIEN, additional information is required in section C of application. Please discuss your new business with our Department of Community Development at Burien City Hall or by calling **248-5520**. If your business is conducted in an apartment unit, please attach a signed permission statement from the apartment owner or manager authorizing you to conduct business there.

### **SPECIAL ACTIVITIES LICENSE**

If you conduct any of the activities below, please call **(206) 988-3714** and request an additional license application to include with your application packet.

**Secondhand Dealers  
Charitable Solicitations  
Pawnbrokers  
Ice Cream Vendors**

**Amusement Devices** including:

Pool or Billiard Tables  
Shuffleboards  
Foosball Tables



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## Application Checklist

### **FOR BUSINESSES WITH A PHYSICAL LOCATION IN BURIEN**

1. A signed and dated application with all applicable sections completed.
  - For Businesses other than home occupations: Sections A, & B
  - For Burien Home Occupations: Sections A, B, & C
2. Payment of the business license application fee. A separate fee is required for each location or per individual conducting business.
  - \$150** 40 or more employees
  - \$ 75** 0-39 employees
  - \$ 75** All businesses located outside Burien (see below - including home occupations)
  - \$ 30** Home occupations located in Burien
  - Pro-Rated Fees: From February 1st until July 31st, the fee is 50% of the annual fee.**
3. A copy of the health department permit issued by King County, if applicable.
4. Verification of non-profit status, if applicable.
5. A special license application form and applicable fee for any of the following activities:
  - Secondhand Dealers
  - Charitable Solicitations
  - Pawnbrokers
  - Ice Cream Vendors
  - Amusement Devices such as:
    - Shuffleboards
    - Pool or Billiard Tables
    - Foosball Tables

An application form can be obtained at Burien City Hall or by calling 206-988-3714.

6. For Burien businesses operated out of a Burien residence, contact a City Planner at 206-248-5520 to see if a site and/or floor plan is required.
  - Site plan (2 copies) - The site plan must show north arrow and scale, dimension and shape of the lot, location and size of existing buildings including parking, adjacent streets and points of ingress and egress.
  - Floor plan (2 copies) - The floor plan must identify the areas (dimension and square footage) devoted to the home occupation in relation to the entire dwelling unit.

### **FOR BUSINESSES WITH NO PHYSICAL LOCATION IN BURIEN**

1. A signed and dated application with all applicable sections completed.
2. Payment of the business license application fee:
  - \$75 for all business (including home occupations) with no physical location in Burien.**
  - Pro-Rated Fees: From February 1st until July 31st, the fee is 50% of the annual fee.**